

☒ Action Date: July 18, 1983
☐ For Information Only

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM BULLETIN NO. 308-10

JUN 24 1983
DATE:

SUBJECT: Reactivation of Graduate Cooperative Education Program

As part of the effort to improve the status of women in the Department, we are reactivating our participation in the Graduate Cooperative Education Program. Through this program we hope to increase the number of women we hire into professional positions.

The Personnel Policy Division (M-16) will maintain a pool of 50 spaces which will be allocated to Administrations for the purpose of hiring graduate co-ops. When graduate co-ops are converted to career conditional appointments, Administrations will have to use their own ceiling allocations, and the co-op spaces will revert to the central pool for reallocation. An Administration may employ graduate co-ops in excess of the number of spaces which it is allocated from the central pool. However, these additional co-ops will be counted against the Administration's regular ceiling allocation.

Graduate co-ops are in Tenure Group II and are counted as full-time permanent appointments. Consequently, they would normally be subject to the current civilian hiring freeze. However, an exemption to the freeze is being granted for graduate co-op appointments. Conversions to career conditional for these co-ops would also be exemptions to the freeze.

M-16 will make initial contact with schools which have graduate co-op programs, tell them of the Department's interest, provide them with a list of Administration contacts, and indicate the academic disciplines which most interest you. Each Administration will be responsible for recruiting its own graduate co-ops and executing the required agreements with their colleges and universities. M-16 will also ask for periodic reports on the status of graduate co-op employment in the Administrations.

Filing Instructions: File after FPM 308 Bulletins

Bulletin Expires: Upon Notification

Distribution: Personnel Council Members

OPI: M-16/SCHQSSLER, X64135

To coordinate this effort, we need the following information by July 18, 1983:

1. Given the realities of your staffing needs, how many of the 50 spaces are you requesting for graduate co-ops (whether in a pay or non-pay status) during FY 1984 and FY 1985?
2. For each requested space, indicate the targeted occupational position(s), the academic disciplines most likely to be utilized, and, if possible, the geographic area in which placement is expected to be made.
3. What is the name and mailing address of the contact you want us to provide to colleges and universities?
4. Are there any colleges or universities which you specifically recommend that we contact?

Questions concerning the Graduate Co-op Program should be directed to Denise Schossler on X64135.

Cohr A. Smith

Director of Personnel and Training